



Community Center Policies, Procedures, & Guidelines

11041 Worton Road, Worton , MD 21678

November 1st - April 30th

Monday- Friday: 8:00 AM-8:30 PM

Saturday: 8:00 AM-6:00 PM

May 1st - October 31st

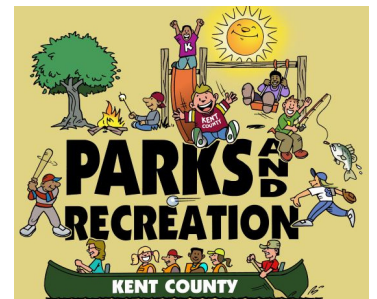
Monday- Saturday: 8:00 AM - 6:00 PM

Times and days are subject to change. The Community Center will be closed on county holidays. Annual emergency drills may require the closing of the facility to the public. Facility use priority is given to the Department and Kent County Government activities.

Phone Number: 410-778-1948

Email: info@kentparksandrec.org

Website: www.kentparksandrec.org



Revised: September 27, 2023

About the Kent County Community Center

Clarence A. Hawkins, SR. Building

The Kent County Community Center was established in 2010. The mission of Kent County Parks and Recreation is to create balanced opportunities for our patrons to play, learn, and grow through our programs and parks. The Kent County Community Center is home to the Parks and Recreation Department. The facility has a full-size gymnasium, a meeting room, a fitness room, a KCPL computer facility, a kids' room, a kitchen, storage rooms, lounge style lobby, and administrative offices.

Kent County Community Center

Clarence A. Hawkins, SR. Building

The County Commissioners of Kent County renamed the facility in grateful acknowledgment of Mr. Hawkins' distinguished and dedicated public service to the people of Kent County and the State of Maryland. Mr. Hawkins served Kent County Public Schools from 1960-1993, was a Kent County Commissioner from 1993-1998, was a Delegate at the Democratic National Convention in 1996, and served on the State of Maryland Department of Education from 2001-2005.

Facility Access Card Fees

Annual Fee (Expires one year from date of purchase)

Resident Rates	Non-Resident Rates
Ages 12-21 \$7	Ages 12-21 \$12
Adults \$12	Adults \$25
Seniors 55+ \$7	Seniors 55+ \$12
Replacement Card Fee (Resident and Non-Resident) \$5	

Family Plans (must reside in the same household)

Resident Rates	Non-Resident Rates
Family of 4 \$35	Family of 4 \$45
Additional family members \$7	Additional family members \$12
(must be purchased in a single transaction to receive discount)	

Organizational Plans (Kent County care-based organizations)

Maximum of 15 attendees per visit \$55
Attendance must be during public hours, the organization must call ahead to confirm drop-in availability and must complete an attendance sign-in sheet naming attendees.

Benefits of a Facility Access Cards

- FREE WiFi Access
- Use of Lobby Game Tables (Air Hockey, Foosball, Ping Pong, and arcade Games)
- Lounge in the Lobby (Pub Style Tables, Big Screen TV)
- Open Gym (When No Other Scheduled Use)
- Open Multi-Purpose/Fitness Room (Age 12+ With FAC Only)
- Discounted Exclusive Use Room Rental Rates
- Discounted Daily Pool Admission (KCCC Pool)
- Middle/High School After School Drop-In Center

Cell Phone Use

Please be considerate of your fellow community center users. Patrons talking on their cell phones may be asked to move to the lobby until their conversation is over.

Video and Photography

Taking photos or videos is strictly prohibited in the restrooms. Any other filming or photography of another patron in the facility must be pre-approved by the Director of Parks and Recreation (excludes parent/guardian taking photos of their child). KCPR staff reserves the right to take photos of patrons participating in activities/programs. These photos may be used in future marketing material. Adults who do not wish to have their picture taken, please inform the staff taking photos. All KCPR youth are required to have a parent/guardian sign a permission form, which gives KCPR staff permission or not permission to photograph their child.

Video Surveillance

Please be advised that the building and grounds are under constant video surveillance.

Dress Code

Apparel deemed inappropriate by the Department staff will not be permitted. All visitors must wear appropriate and non-offensive clothing. If apparel is deemed inappropriate or offensive, the patron will be asked to change into more appropriate attire or asked to leave the facility.

Age Guidelines

Individuals 11 years old and younger must be supervised by an individual with a Facility Access Card (FAC) 16 years old or older while at the Community Center and the Kent County Community Center Pool. Individuals 11 years old and younger are not permitted in the Fitness Room.



Assumption of Risk

Patrons/users assume all risks of injury while participating in recreational activities and/or programs. It is the responsibility of the patron to read and follow all rules. Please note, the rules outlined in this guide are subject to change and may not cover all aspects of use of the Kent County Community Center.

Kent County Public Library Worton Computer Facility

The Kent County Public Library (KCPL) in partnership with Kent County Parks and Recreation (KCPR) offers the KCPL Worton Computer Facility at the Kent County Community Center. The Computer Facility has computers available for public use that are equipped with Internet access, a wide range of online library resources, and educational games. The computers are governed by the KCPL computer use policy. In addition, there are books available to borrow on the "trust system". The facility is monitored by KCPR staff. Patrons do not need to have a Facility Access Card (FAC) or Library Card to use the Worton Computer Facility or books however, if you do not have a FAC, you must sign in at the Welcome Desk upon entry to the Community Center.

Kent County Cooling/Warming Center

During extreme heat/cold days during the summer/*winter season (typically July/August and January-March), when activated, the Kent County Community Center (KCCC) Building serves as one of the County's official cooling/warming centers during *normal hours of operation. Information will be posted on our Facebook page (Kent County Community Center) and Rainout Line when cooling centers are recommended by the Maryland Department of Health and Mental Hygiene. Normal policies and procedures apply for accessing the Community Center outside of cooling/warming center days, including fees as applicable.

*After hours during the winter, people in need of a place to get out of the cold should contact Kent County Department of Human Services at 410-810-7600 for assistance.

Rainout Line

Rainout Line is how we provide notifications and information to the public for weather closures/cancellations for the Kent County Community Center (KCCC), Parks & Recreation/Office (KCPR), swimming pools, parks, athletic fields/ball diamonds, events, and more! The Rainout Line platform pushes updates out via *text message, email, Facebook, and on our website. To sign up for alerts or to download the free app on smart devices, please visit <https://rainoutline.com/search/dnis/4104291401>. A traditional call-in hotline (410-429-1401) is also available. *Text alerts are limited to 140 characters, so the full alert may need to be checked using another method.

Code of Conduct

Patrons participating in any program or utilizing the center or services offered by Kent County Parks and Recreation are expected to conduct themselves in a respectful and appropriate manner. All facility users must follow the regulations within and uphold the six (6) pillars of Character Counts: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. Failure to follow regulations may result in suspension of privileges. Facility Monitors have the authority to issue verbal and written warnings to ensure the safety of the facility, grounds, and its users.

Any Patron violating these expectations subjects themselves to suspension, termination, discontinuation of service/program, or will be asked to leave the facility/grounds. Staff reserves the right to address any witnessed or reported concerns related to conduct or disruptive behavior. The following is an outline of warnings:

- Disagreements, disputes, and arguments during an athletic event not settled in a timely manner (30 seconds) will result in participants being asked to leave. Disputes must be settled politely without violence or intimidation.
- For disruptive or negligent behavior, the violator will first be verbally requested to discontinue the behavior and be warned of the consequences. If the violator continues to engage in disruptive or negligent behavior a written warning will be provided outlining the impermissible actions and possible removal from the facility. The third instance will result in removal from the facility and grounds.
- Violent or perverse displays or behavior will result in the immediate removal of the individual from the facility and grounds for the safety of the facility, grounds, its users, and staff.
- For the safety of all patrons, guests, and staff, individuals acting in a suspicious or abnormal manner, and or having no legitimate purpose or business in the facility or on the grounds as determined by staff, may be questioned and/or asked to leave the premises. Should it be deemed necessary, staff may contact law enforcement authorities for assistance.
- All occurrences of written warnings and removal from the facility will be thoroughly documented and when necessary, the Kent County Sheriff's Office will be contacted for assistance.



Emergency Procedures

The safety of our patrons and staff at the Community Center is a top priority. If a physical altercation occurs, do not intervene. Notify staff/Facility Monitors immediately and allow them or, if needed, the police to defuse the situation.

- **AED:** There is one AED located on the wall outside the woman's bathroom and should only be used by a trained patron or staff in case of an emergency.
- **Fire:** An alarm will sound throughout the building in the event of a fire. Community Center personnel will provide patrons with evacuation instructions. Fire alarms and extinguishers are located conspicuously throughout the facility, however, they should not be used by patrons. The use of open flames and gas fuels is prohibited. Exits, corridors, and hallways must be free of obstructions at all times. Patrons must not stand in aisles of marked exits. The maximum capacity number posted in each room must be followed at all times.
- **Emergency Evacuation Site:** The Community Center serves as the County's official emergency shelter.
- **Active Shooter:** In the event of an active shooter, everyone should evacuate the center in the opposite direction of the shooter by all means available. Find the nearest exit. Do not cross paths with the perpetrator and Do NOT reenter the center. If an exit is not available, find a secure place to hide and barricade yourself. Keep quiet and do not bring attention to your location. Keep calm and wait for instructions from the police.

Food and Beverage

- **Lobby:** Food and beverages in plastic containers are permitted in the lobby. Any type of food for groups or parties is not allowed in the lobby (unless approved by the Deputy Director/Director)
- **Fitness Room:** Water in a reusable container with a secured lid or squirt spout is allowed in the fitness room. Food, glass bottles, cups without lids, and soda cans are prohibited.
- **Gymnasium:** No food, gum, or beverages (other than water with a secured lid) are permitted in the gym.

Food, gum, and beverage consumption are restricted to the meeting room, kids' room, and kitchen. No glass or breakable containers are permitted.

Music

Headphones/ear pods must be used when listening to music except for groups with reservations and approved to have music on during group exercise classes.

Energy Conservation

The conservation and management of utility resources is the responsibility of the Department staff and all contractors.

Air conditioning and heating systems are set by the Department and only the Facility Monitors and Department personnel may adjust the room temperatures.

Refrain from turning on lights in activity or Gymnasium areas unless absolutely needed. Utilize natural lighting (whenever possible).

Injuries

If an injury occurs, please contact the Facility Monitor/staff member immediately to assist with first aid and to document the incident. Kent County Parks and Recreation, Kent County Government, and its elected officials and employees are absolved of all responsibility and liability for any damage, injury, or loss sustained by persons or property as a result of the user's negligence or that of any member in their group.

Lost and Found

The Department is not responsible for any lost or stolen property. The Department will store found property for a minimum of thirty (30) days and unless claimed by the owner or an authorized representative within that time, the Department will deem the property abandoned and will dispose of or donate, if in good condition, to a local organization.

Pets and Animals

Service animals, defined by the Americans with Disabilities Act (ADA), are dogs that are specifically trained to do work or perform tasks for a person with a disability, are welcome to our center/pool areas. Service dogs are prohibited from swimming in the pool. Dogs or other animals whose sole function is to provide comfort and emotional support are not permitted inside the center/pool area.

Wheeled Transportation

Bicycles, hoverboards, skateboards, in-line skates, and roller skates may not be used or allowed within the Community Center or on the premises, other than to be used as transportation to the community center.

Gymnasium

The Gymnasium has various sports and activities scheduled throughout the week. Call the Welcome Desk at 410-778-1948 to check on availability. Patrons are not permitted to move any equipment. Please ask Facility Monitors at the Welcome Desk for assistance. Hanging or pulling on basketball rims/equipment is prohibited. All equipment must be used for their intended purpose.

Meeting Room

The Meeting Room is used for various trainings, workshops, and other meetings. The room can suit numerous needs from birthday parties, baby showers, election polling, recreation programs, and classes as needed. The Meeting Room is available for exclusive use outside of scheduled uses.

Kitchen

The Kitchen is equipped with residential-grade appliances and features plenty of counter space. Use of the Kitchen can be added on to a Meeting Room or Gym exclusive use rental.

Fitness Room

Before beginning a new fitness routine, consult your physician.

Medical clearance is strongly recommended for patrons.

Whether it's a treadmill, an elliptical, a recumbent bike, or a seated elliptical, the fitness room has the right cardio equipment for you. We also offer a variety of hand weights, body bars, and stability balls to enhance your workout. Patrons must be 12 years of age or older to utilize the fitness room. Strollers, baby carriers, and children are not permitted to be inside the Fitness Room or Gymnasium while a parent/guardian is participating in a program. To ensure all patrons have an enjoyable experience, the following is expected and required of all patrons who utilize the Fitness Room:

- The use of offensive or profane language will not be tolerated and is grounds for immediate ejection and loss of privileges.
- Please use only one piece of equipment at a time.
- Please don't stare at, crowd, or touch others.
- Please use proper technique and know your body's limits to avoid injury.
- Please don't interrupt others' goals by engaging in lengthy conversations.
- Please keep personal items clear from others.
- If you must make/take a phone call, please step out of the room until the call is over.
- Please use headphones/ear pods when listening to music.
- Please put away and wipe down the equipment after use.
- Report any injuries, and broken or damaged equipment to the Welcome Desk.
- Proper fitness attire is required. Shirts must be worn at all times.
- Cardiovascular equipment is limited to 45 minutes when others are waiting.
- Failure to adhere to our policies may result in loss of privileges.

Kids Room

The Kid's Room is available to Facility Access Card holders with children ages 18 months to 9 years old. In-room parental supervision of children is required at all times. The Kid's Room will be closed to patrons during the summer months when Kiddie Camp is in session. The maximum capacity is met at 15 children on a first-come, first-served basis. Sick children will not be permitted into the Kid's Room. The Department will deem a child to be sick if they display any of the following symptoms (this list is not inclusive of all symptoms):

- fever (100° or higher)
- diarrhea
- vomiting
- sore throat and difficulty swallowing

- eye discharge that is thick and white or yellow
- unusual spots or rashes
- yellow skin or eyes
- severe coughing

The Kids Room has a wonderful selection of toys so please do not bring any from home.

Restrooms and Lockers

Personal property may not be stored at the welcome desk. It is encouraged to leave valuables at home or to secure belongings in the center's lockers (located in bathrooms).

Personal locks are required for lockers and must be removed daily. Any locks not removed at the close of each day will be forcibly removed by the Department. The Department is not responsible for items lost or stolen from lockers or for any materials left in lockers overnight.

Smoking, Tobacco, Drugs, Alcohol, & Firearms

Smoking, smoking devices, e-cigarettes, vape pens, tobacco, cannabis, and drug use are prohibited on county properties. Alcohol is prohibited on county properties except when approved by The County Commissioners Office and Kent County Commissioners. Requests for alcohol permits must be made to the Commissioners' Office at least 30 days prior to event. Firearms are prohibited on county properties.

Room Rentals

The Community Center has various rooms available to rent for birthday parties, meetings, workshops, and other occasions. For more information regarding room rentals, please call our Welcome Desk at 410-778-1948.

Kent County Parks and Recreation, Kent County Government and its elected officials and employees are absolved of all responsibility and liability for any damage, injury, or loss sustained by persons or property as a result of the user's negligence or that of any member in their group. Participation in or attendance at recreation programs/facilities or events sponsored, owned, or maintained by the County constitutes voluntary consent of the user to: (a) be photographed, filmed, or videotaped by a County representative and (b) the production and use of all such photographs, digital images, films and likenesses for publicity purposed in publications, brochures, advertisements, promotional and marketing materials, and all other media venues including the World Wide Web, all without further notice or compensation to user who hereby releases to the County all proprietary rights and copyrights in all such photographs, digital images, films and likenesses (including negative, positives and prints) which shall be and remain the property of the County.

Kent County
Community Center Map

